



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

3300 Newport Boulevard | P.O. Box 1768 | Newport Beach, CA 92658
www.newportbeachca.gov | (949) 644-3275

PRE-GRADE MEETING REQUIRED DOCUMENTS AND CERTIFICATIONS CHECKLIST

Address: _____

Permit #: _____ Date: _____

Inspector: _____ Office Phone # 949-644-32 _____

The purpose of this checklist is to remind you when various Surveyor's, Engineer's, Soils inspections, and contractor certification forms and memos are required to be submitted to your inspector. At your request, your inspector will date and initial this form in the "Date Approved" column when you submit each required document. Forms can be found on our website at: <http://www.newportbeachca.gov/index.aspx?page=1985>

PROJECT SCOPE:		YES	NO	DATE APPROVED
GRADING CERTIFICATES REQUIRED PER PRE-GRADE AGREEMENT:	1. Rough grade compaction report - submit 24 hours prior to footing inspection.			
	2. Soils memo _____ footing _____ slab submit at time of footing inspection.			
	3. Final Grading Report - at grading final.			
	4. Provide completed Civil Engineer's Certification form - at final grade.			
SITE CERTIFICATES:	1. Line and Grade Survey Certification - submit during footing inspection.			
	2. Flood Plain Certification - finished floor elevation form prior to wall frame.			
	3. Surveyor's Height Certification when building within 6" of maximum height allowed. Submit during roof frame and building height.			
TITLE 24 ENERGY:	1. Insulation Certificate - submitted by installer during insulation inspection.			
	2. Installation Certificate by the HVAC contractor – at final HVAC inspection.			
	3. Installation Certificate by plumbing contractor – at final PLUMBING inspection.			
CAL GREEN:	1. CAL Green Documentation Compliance Certification.			
STRUCTURAL OBSERVATION:	1. Foundation Structural Observation Report.			
	2. Retaining Wall Structural Observation Report.			
	3. Framing Structural Observation Report.			
	4. Final Structural Observation Report.			
GENERAL:	1. Subcontractors list to Revenue Division in Finance Department			
	2. All "HOLDS" released from other Departments			
COMMENTS:				